

Site Plan/Preliminary Plat Application (See Categories Below*)
Durham City-County Planning Department
(All 3 Pages Must be Completed and Application Signed by Owner and Applicant)

Project Summary			
Project Name (No Duplicates)	(Also List Former Names if Changed)		
Use of Property	Proposed:	Existing:	
Acreage	Project Area:	Total Tract/Project:	
Application Type*	<input type="radio"/> Major Site Plan <input type="radio"/> Minor Site Plan <input type="radio"/> Large Simplified Site Plan <input type="radio"/> Site Plan Amendment** <input type="radio"/> Preliminary Plat <input type="radio"/> Cluster/Conservation Preliminary Plat		
Jurisdiction for Review	<input type="radio"/> City <input type="radio"/> County, Inside UGA <input type="radio"/> County, Outside UGA		
Tier	<input type="radio"/> Downtown <input type="radio"/> Compact Neighborhood <input type="radio"/> Urban <input type="radio"/> Suburban <input type="radio"/> Rural		
Basin	<input type="radio"/> Neuse <input type="radio"/> Cape Fear		
Zoning District	Present Zoning:	Proposed:	Zoning Case Number(s):
Applicant/Contact Person			
Name & Organization:			
Street:			
City, State, Zip:			
Phone:	Fax:	Email:	
Owner			
Name & Organization:			
Street:			
City, State, Zip:			
Phone:	Fax:	Email:	
Project Location			
Address:			
Location Description:			
PIN (12 digits)	Acreage	PIN (12 digits)	Acreage
Attach additional sheet if needed.			
Triage Results (Staff Use Only)			
Design Compliance Review Needed?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> UDO Section 7.3.1 review <input type="radio"/> Design Guidelines or Design District	
TIA Required <input type="radio"/> Yes <input type="radio"/> No	TIA Fee Paid _____	Correct # of Plans:	<input type="radio"/> Yes <input type="radio"/> No # Needed _____
Status <input type="radio"/> Accept <input type="radio"/> Hold <input type="radio"/> Not Accept (If on hold or not accept, applicant called /e-mailed by _____ & date _____)			
Missing items from Triage:			
Date Application Complete:		Comments Due:	
Assigned Case Planner:		Assigned Case Number:	
Project Scope:			
** Site Plan Amendments fitting the categories above (> 1 ac disturbed, or > 1,000 sq. ft. addition or SIA required) should use this application. Also check the appropriate site plan/preliminary plat category for the scope of proposed amendment			

Site Plan/Preliminary Plat Application, Durham City-County Planning			
Project Name			
Previously Approved Plans	Previous Planning Case Numbers for Property:		
Watershed	Overlay:		
	Proposed % Impervious Surfaces:	Area of Proposed Impervious:	
	_____ Square Feet of Impervious Surface Transfer Proposed from Another Parcel (PIN _____) (Attach Documentation)		
Other Overlays	Name of Overlay:		
Residential Units: Proposed Number of of Each Type and Density Proposed (in Units/Acre) (Include All That Apply)	Number of Each Type of Residential Unit	Proposed Density (Units/Acre)	
	Single Family:		
	Traditional Homes:		
	Semi-Attached Homes:		
	Duplexes:		
	Residential in Non-Residential Zone:		
	Zero Lot Line:		
	Patio Homes:		
	Multiplexes:		
	Condominiums:		
	Townhouses:		
	Apartments:		
Upper-Story Residential:			
Type of Subdivision and Intensity Options Proposed	<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <input type="checkbox"/> Standard <input type="checkbox"/> Cluster <input type="checkbox"/> Lot Averaging <input type="checkbox"/> Affordable Housing Density Bonus </div> <div> <ul style="list-style-type: none"> <input type="checkbox"/> Conservation (Attach Site Analysis) <input type="checkbox"/> In-Fill <input type="checkbox"/> Major Roadway Density Bonus <input type="checkbox"/> Density Transfer from Another Parcel PIN _____ </div> </div>		
Total Residential Density	Existing (with type):		Proposed:
Non-Residential Space: (Gross Floor Area, in Square Feet)	Commercial: Ex: Prop:	Office: Ex: Prop:	
	Restaurant: Ex: Prop:	Hotel: Ex: Prop:	
	# of Seats: Ex: Prop:	# of Rooms: Ex: Prop:	
	Government: Ex: Prop:	Research: Ex: Prop:	
	Institutional: Ex: Prop:	Industrial: Ex: Prop:	
	Other (type):	Existing:	Proposed:
Total Non-Residential Floor Area & Ratio	Existing:	FAR:	Proposed: FAR:
Traffic Impact Analysis	Peak Hour Trips:	<input type="checkbox"/> TIA Required	<input type="checkbox"/> TIA Not Required <input type="checkbox"/> TIA Attached
Areas of Environmental / Historical Concern (Check All that Apply)	<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <input type="checkbox"/> Floodplain <input type="checkbox"/> Stream Buffers <input type="checkbox"/> Steep Slopes </div> <div> <ul style="list-style-type: none"> <input type="checkbox"/> Wetlands <input type="checkbox"/> Natural Inventory Sites <input type="checkbox"/> Historic Resources <input type="checkbox"/> Landmark </div> </div>		
Other Pending Applications (Check All that Apply and Provide Case Numbers if Applicable) and Attach Waivers as Needed	<div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <input type="checkbox"/> Zoning Map Change (Case ZO_____) <input type="checkbox"/> Major Special Use Permit _____ <input type="checkbox"/> Minor Special Use Permit _____ <input type="checkbox"/> Variance for _____ <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Historic Preservation Commission </div> <div> <ul style="list-style-type: none"> <input type="checkbox"/> Street Closing _____ (Street Name) <input type="checkbox"/> Street Name Change _____ (Name) <input type="checkbox"/> Appearance Commission (Date _____) <input type="checkbox"/> Annexation (Effective _____) <input type="checkbox"/> Design District Review Team <input type="checkbox"/> Neighborhood Protection Overlay </div> </div>		

Site Plan/Preliminary Plat Application, Durham City-County Planning									
Project Name									
Special Exception Requests									
Signature of Applicant Required for Processing				Print Name & Company				Date	
Signature of Owner Required for Processing				Print Name & Company				Date	
Submittal Schedule									
Large simplified, minor and major site plans, and preliminary plats, may be submitted any day-- all plans submitted before 11 am on a submittal deadline will be sent out the following week for a 3.5 week review. Submittal deadlines may be found at the following link: http://www.durhamnc.gov/departments/planning/siteplan_submittal_sched.cfm									
Staff Use Only									
Fee Calculation: Base Fee = \$_____ + (\$25 per lot X _____ lots = \$_____) and/ or (+ \$25/ 1,000 sf X _____) = \$_____ = \$_____ Subtotal + Floodplain Dev. Permit Fee (as of 7/1/09) = _____ X 4% (\$_____) = Total Fee Required = \$_____									
Fees Paid: _____		Check # _____		Received by: _____		Submittal Date: _____		Time: _____	
Stormwater Checklist and Maps Attached		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Stormwater Impact Analysis		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
N2 Calculations Attached		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Stormwater Letter		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Cape Fear Impervious Transfer Checklist		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Cape Fear Impervious Transfer Documentation		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Floodplain Development Permit		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Stream Buffer Delineation		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Landscape Worksheets /Interactive Model		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Specimen Tree Survey		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Architectural Elevations Included		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Parking Deck Floor Plan		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Proof of Pre-submittal Conference (Conservation)		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Site Analysis (Conservation)		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Proof of Neighborhood Meeting (Conservation)		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Sidewalk Payment in Lieu/ Alt Sidewalk Request		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Waivers for Rezoning/Annexation		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Other Special Documentation Attached		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Tree Coverage Shown		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Landscape Buffers Shown		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Description of Revisions if Amendment		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		DDRT, HPC, Appearance Commission, BOA Required		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Plan Distribution*									
Planning		Co Sed. & Erosion Control		Parks & Recreation		Police			
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> No <input type="radio"/> Plan only			
Inspections		Co Stormwater		County Open Space (PP only)		DOST			
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> No <input type="radio"/> Plan only			
Pub. Works Engineering		City Fire		Solid Waste		Bike/Ped Commission			
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> No <input type="radio"/> Plan only			
Pub. Works Transportation		County Fire		General Services (Urban Forestry)		<input type="radio"/> Yes <input type="radio"/> No			
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> No <input type="radio"/> Plan only			
NC DOT		Water Management		County Environmental Health		Planning Commission			
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> No <input type="radio"/> Plan only			
Public Works Stormwater		Water Mgmt. Cross Conn.		Addressing		Environmental Planning			
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> No <input type="radio"/> Plan only			
Planning Design Compliance		CORE		Orange County		Chapel Hill			
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> No <input type="radio"/> Plan only		<input type="radio"/> No <input type="radio"/> Plan only		<input type="radio"/> No <input type="radio"/> Plan only			

*Departments in bold will have approvals and tasks assigned, as applicable. Other departments will not unless noted by Case Planner but will receive copies of plan and may provide comments.